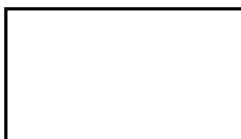


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LOGISTICS
12 January 1955SUPPLY
REQUISITIONING

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1. PURPOSE

This regulation delegates authority and outlines procedures for requisitioning material through Agency channels. Detailed procedures for the preparation and submission of requisitions are set forth in Agency Handbook

2. PLANNING SUPPLY REQUIREMENTS

a. SUPPLY SUPPORT

Supply support for a given operation must be timely to be effective. Planning for supply support must be done sufficiently in advance of use to enable the Logistics Office to provide the needed support at the proper time. Requisitioning officers must, therefore, apply the concept of timely planning to any supply requirement.

b. LEAD TIME

In planning supply requirements, requisitioning officers must give due consideration to the capabilities of the supply system. Sterility requirements, procurement, packing, crating, and transportation times enter into the composite factor of lead time. In arriving at a requirement for a delivery date, a realistic assessment of this factor must be included.

3. AUTHORITIES

- a. Chiefs of Major Components,* heads of installations, 25X1A and their designees, may, subject to cover and sterility requirements, requisition materials which are necessary for the operation of their

* The Deputy Directors, the Assistant Director for Personnel, the Director of Training, and the Assistant Director for Communications.

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activities. Allowances for the various installations and activities are prescribed in current budget allotments, approved projects, Tables of Allowances, Tables of Equipment, Material Allowance Lists, or other published allowance authority, and may not be exceeded.

- b. Agency elements assigned control authority over regulated and technical items, designated as provided in this regulation, will review requisitions for items under their control to determine necessity for the issue of the item. Changes, deletions, or additions will be coordinated with the requesting activity before the requisition is forwarded to the Logistics Office.
- c. Specimen signatures of officers designated to perform the duties set forth in this regulation will be furnished the Logistics Office. The Logistics Office will be given prompt written notice, accompanied by specimen signatures, when any designee is changed.

4. REQUISITIONING PROCEDURES

a. GENERAL

Slight variations in requisitioning procedures, based upon supply category, exist. Definitions of supply categories and requisitioning procedures appropriate in each case are set forth in paragraph 5 of this regulation. Requisitions for all categories of supplies will however, conform to the provisions of this paragraph.

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c. CHANNELS

- (1) Requisitions flow from the user to the Logistics Office (Supply Division) through administrative channels.

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(2) Requisitions for regulated and technical items must be submitted to and approved by the Agency element controlling use of the item before submission to the Logistics Office for action.

(3) Requisitions will be submitted direct to general depots only when specifically authorized by the Logistics Office.

5. METHODS OF GROUPING MATERIALS

a. The Agency Supply Catalog groups materials in accordance with Federal Item Identification data. Such data will be used in all functions of logistics from original purchase to final disposition. There are seven major family groups. Details of family grouping as applicable to requisitioning will be found in Handbook

b. There are four major classifications of material based upon restrictions of procurement, distribution, or use placed on the item. This classification is independent of family group. Classes established by application of this principle are standard, regulated, technical, and sterile. They are not mutually exclusive, and an item may belong to any one or all categories at the same time depending upon requirements.

(1) ~~Standard~~ Items

(a)
(a)

Standard Items are those normally stocked for issue and are listed in the Agency Supply Catalog. Requisitioning officers may request standard items of supply up to the limit of prescribed allowances. Requisitions for such items flow through normal administrative channels.

(b) Operating officials will plan their operations to make maximum use of standard items of supply. Nonstandard items of supply will not be requisitioned until all possibilities of using standard items have been explored and determined to be impracticable.

(2) Regulated Items

Regulated Items are major items of material which require close control because of their cost, sensitivity, limited application, or difficulty of procurement. Regulated items will be indicated as such in the Agency Supply Catalog.

(a) Procurement and distribution of a regulated item is initiated by the Logistics Office only after approval of the requisition by the Agency element most interested in control of the particular item.

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- (b) Agency elements whose approval must accompany a requisition for a regulated item shall be stipulated by Agency Notices listing specific items and corresponding elements exercising control.

(3) Technical Items

Technical Items are items of material that are characterized by professional or scientific application and must, therefore, be subject to supervisory supply responsibility on the part of the technical office or staff (e.g., Office of Communications or TSS) having technical cognizance of the applicable area. Requisitions for these items must be approved by the Agency element having cognizance before submission to the Logistics Office. A general listing of technical items and offices authorized to approve requisitions for them is to be found in

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